

| CBG | | | HK | 6450 | TREASURY | Pintu A1 | 9118 | WRH-DISTRIBUS I | CBI | | | RML | 6765 | PPIC | Edwin | 2109 <th rowspan="5">DISTRIBUSI</th> <th colspan="3">ATISHAR PANEL</th> <th colspan="2">MANAGERIAL</th> <th colspan="2">WIL I</th> | DISTRIBUSI | ATISHAR PANEL | | | MANAGERIAL | | WIL I | | |
|-----------------------|------|-------------------|--------------------------|------|--------------------|--------------------|------|-----------------|------------|---------------|--------------|--------------|------------------------------|--|--------------|--|------------|---------------|------|------|------------|-----|-------|-----|------|
| NAMA | EXT | DEPT | MER | 6637 | | Pintu A2 | 9119 | | NAMA | EXT | DEPT | Asri | 8905 | | Surya | 2110 | | NAMA | EXT | DEPT | NAMA | EXT | NAMA | EXT | |
| SAT | 6728 | PRESDIR | Irna, Mila, Nurmila, Lia | 9601 | | Pintu A3 | 9120 | | MIR | 6647 | Ruslan | 8601 | Rumi / Leny | | 8906 | Deni | | 2111 | AKN | 6256 | DIR. OPR | SAT | 6728 | JDE | 1233 |
| HTY | 6489 | | Mey | 9602 | | Pintu Aa4 | 9121 | | Sri | 8602 | Aas/Angel | 8907 | Iwan / Encu | | 2112 | Iwan / Encu | | 2112 | PMO | 6766 | DIR. KEU | AKN | 6256 | JND | 6563 |
| Yani | 9901 | | Area LP PANEL | 9122 | | Area Kursi Plastik | 9123 | | Yarni | 8603 | Wawan | 8917 | Suherman | | 2120 | Gd. Bhn Baku | | 2121 | Lily | 8101 | F&A | ARD | 6273 | AYN | 1296 |
| Enny | 9902 | | Area GD005 (EX.CBI2) | 9124 | Area Kursi Plastik | 9123 | Lina | 8604 | Data Entry | 8908 | DATA ENTRY | Gd. Bhn Baku | 2121 | Ramon, Ade, Fifi, Bayu, Desi, Eko, Fahdi | 8102 | MIS / IT | ARZ | 6279 | RSO | 1773 | | | | | |
| R. Uchiwa | 9903 | | Danny, Huda, Hamdan | 9611 | | Suyi/Gina | 9125 | Resti | 8605 | GD. INVENTORY | SPV. Prod sb | 2122 | Zaidun, Jerry, Aryan, Diansa | 8104 | PPIC & GA | CYT | 6298 | YOY | 1969 | | | | | | |
| | | | | | | | | Anna | 8606 | | | | Netty, Dian, Elis, Ela | 8105 | PURCH | DDS | 6337 | HDT | 1438 | | | | | | |
| Haryadi | 9910 | EXIM & LEGAL | | | | | | Fitri | 8607 | | | | Dedi | 8106 | COST CONTROL | DHS | 6347 | ROB | 1762 | | | | | | |
| Agha | 9911 | | LUC | 6582 | | | | | Panji | 8608 | | | | Herman, Tita, Indri | 8107 | R & D | FRK | 6375 | HDP | 1437 | | | | | |
| Yuli | 9912 | | Silva | 9620 | | | | Daus | 8609 | | | | | 8108 | MARKETING | HK | 6450 | KND | 1563 | | | | | | |
| | | | Maria, Yola, Hengky | 9621 | | | | | | | | | | 8109 | HRD | HSS | 6477 | WIR | 1540 | | | | | | |
| CYT | 6298 | MIS | Teksin | 9622 | | | | | | | | | | | | | | | | | | | | | |
| IDZ | 6439 | | Aitie, Hany | 9623 | | | | | | | | | | | | | | | | | | | | | |
| Ezra, Icha | 9801 | | Dedi, Ruslan | 9624 | | | | | | | | | | | | | | | | | | | | | |
| Rona | 9812 | | | | | | | | | | | | | | | | | | | | | | | | |
| Eko | 9810 | | | | | | | | | | | | | | | | | | | | | | | | |
| Fikril | 9804 | | | | | | | | | | | | | | | | | | | | | | | | |
| Indra | 9805 | Technical Support | Jeanny, Suin | 9632 | | | | | | | | | | | | | | | | | | | | | |
| Ali | 9802 | | Lina | 9633 | | | | | | | | | | | | | | | | | | | | | |
| Heru, Febrian | 9803 | | | | | | | | | | | | | | | | | | | | | | | | |
| SYS | 6797 | TAX | | | | | | | | | | | | | | | | | | | | | | | |
| Ifan, Yanuar | 9820 | | | | | | | | | | | | | | | | | | | | | | | | |
| Kusnadi, Leo | 9821 | | | | | | | | | | | | | | | | | | | | | | | | |
| Hasan, Hendra | 9822 | | | | | | | | | | | | | | | | | | | | | | | | |
| Yanuar, Handi | 9823 | | | | | | | | | | | | | | | | | | | | | | | | |
| PIN | 6746 | WIL II | Receptionist cbg | 9001 | | | | | | | | | | | | | | | | | | | | | |
| Lia | 9830 | | Receptionist cbg | 9002 | | | | | | | | | | | | | | | | | | | | | |
| Marissa | 9831 | | | | | | | | | | | | | | | | | | | | | | | | |
| TPR | 6877 | HRD | ARZ | 6279 | | | | | | | | | | | | | | | | | | | | | |
| Yati, Mella | 9701 | | WID | 6943 | | | | | | | | | | | | | | | | | | | | | |
| Riva | 9702 | | Idis, Dadan | 9101 | | | | | | | | | | | | | | | | | | | | | |
| Tri | 9703 | | Budi, Anwar, Deni | 9102 | | | | | | | | | | | | | | | | | | | | | |
| R. Meeting Bigtop | 9704 | | Joko | 9103 | | | | | | | | | | | | | | | | | | | | | |
| R. Big Panel | 9705 | | Rahmat | 9104 | | | | | | | | | | | | | | | | | | | | | |
| Perpustakaan | 9706 | Sumi | 9105 | | | | | | | | | | | | | | | | | | | | | | |
| | | Lucky | 9106 | | | | | | | | | | | | | | | | | | | | | | |
| | | Fatah, Dian | 9107 | | | | | | | | | | | | | | | | | | | | | | |
| SAM | 6726 | PROYEK | Dodi R | 9108 | | | | | | | | | | | | | | | | | | | | | |
| Slamet | 9720 | | Endang, Ali | 9109 | | | | | | | | | | | | | | | | | | | | | |
| Panji | 9721 | | Gudang Transit | 9110 | | | | | | | | | | | | | | | | | | | | | |
| | | | Gudang Kain | 9111 | | | | | | | | | | | | | | | | | | | | | |
| | | | Garuda I | 9112 | | | | | | | | | | | | | | | | | | | | | |
| Edi | 9730 | GA | Pintu A5 | 9113 | | | | | | | | | | | | | | | | | | | | | |
| Nurdin, Ridwan, Yusuf | 9731 | | Yoppy, Wardoyo | 9114 | | | | | | | | | | | | | | | | | | | | | |
| Satpam | 9732 | SECURITY 1 | Gudang Hypermart | 9115 | | | | | | | | | | | | | | | | | | | | | |
| Satpam | 9733 | SECURITY 3 | Eva | 9116 | | | | | | | | | | | | | | | | | | | | | |
| | | | Thia | 9117 | | | | | | | | | | | | | | | | | | | | | |
| Koperasi | 9714 | KOPERASI | Kahfi | 9325 | | | | | | | | | | | | | | | | | | | | | |
| Widia/Stephanus | 9740 | KOPERASI 2 | | | | | | | | | | | | | | | | | | | | | | | |

| CBI | | | RML | 6765 | PPIC | Edwin | 2109 <th rowspan="5">DISTRIBUSI</th> <th colspan="3">ATISHAR PANEL</th> <th colspan="2">MANAGERIAL</th> <th colspan="2">WIL I</th> | DISTRIBUSI | ATISHAR PANEL | | | MANAGERIAL | | WIL I | | |
|--------|------|-----------|----------------|-------------|---------------|--------------|--|--|---------------|-----------|----------|------------|------|-------|------|--|
| NAMA | EXT | DEPT | Asri | 8905 | | Surya | 2110 <th>NAMA</th> <th>EXT</th> <th>DEPT</th> <th>NAMA</th> <th>EXT</th> <th>NAMA</th> <th>EXT</th> | | NAMA | EXT | DEPT | NAMA | EXT | NAMA | EXT | |
| MIR | 6647 | PURCH | Rumi / Leny | 8906 | | Deni | 2111 | | AKN | 6256 | DIR. OPR | SAT | 6728 | JDE | 1233 | |
| Ruslan | 8601 | | Aas/Angel | 8907 | | Iwan / Encu | 2112 | | PMO | 6766 | DIR. KEU | AKN | 6256 | JND | 6563 | |
| Sri | 8602 | | Wawan | 8917 | | Suherman | 2120 | | Lily | 8101 | F&A | ARD | 6273 | AYN | 1296 | |
| Yarni | 8603 | | Data Entry | 8908 | DATA ENTRY | Gd. Bhn Baku | 2121 | Ramon, Ade, Fifi, Bayu, Desi, Eko, Fahdi | 8102 | MIS / IT | ARZ | 6279 | RSO | 1773 | | |
| Lina | 8604 | | gatot/Fendi | 8909 | GD. INVENTORY | SPV. Prod sb | 2122 | Zaidun, Jerry, Aryan, Diansa | 8104 | PPIC & GA | CYT | 6298 | YOY | 1969 | | |
| Resti | 8605 | Leni | 8910 | PPIC | ADM.Prod sb | 2123 | Netty, Dian, Elis, Ela | 8105 | PURCH | DDS | 6337 | HDT | 1438 | | | |
| Anna | 8606 | Mulya S | 8911 | ASSEMBLING | Stell | 2124 | Dedi | 8106 | COST CONTROL | DHS | 6347 | ROB | 1762 | | | |
| Fitri | 8607 | Transit | 8912 | TRANSIT | Jahit | 2125 | Herman, Tita, Indri | 8107 | R & D | FRK | 6375 | HDP | 1437 | | | |
| Panji | 8608 | Wahyu HB | 8913 | MC | QUILTING | 2126 | | 8108 | MARKETING | HK | 6450 | KND | 1563 | | | |
| Daus | 8609 | Iwan | 8914 | QC | Gd.Wood | 2130 | Anisa, Yuli, Jun, Tulus, Hendra, Andrie | 8109 | HRD | HSS | 6477 | WIR | 1540 | | | |
| Dian | 8610 | Akeng | 8915 | MAINTENANCE | Iyem | 2127 | Desyi | 8110 | F & A | HTY | 6489 | | | | | |
| Eli | 8611 | SPV Maint | 8916 | MAINTENANCE | A. Aziz | 2128 | Desi | 8111 | TAX | IDZ | 6439 | WIL II | | | | |
| | | | Deusi | 8918 | PROD.PLASTIK | Yasin/Ely | 2129 | Yanto | 8112 | Warehouse | INK | 6465 | YOG | 2964 | | |
| | | | Eka | 8919 | ASSEMBLING | Gd.Bazar | 2131 | Satpam Atishar | 8113 | Security | JMY | 6569 | BNT | 2268 | | |
| | | | Gd.Nakase | 8920 | Inventory | Lina/Karina | 2140 | | | | JND | 8563 | SAD | 2723 | | |
| | | | Gd.Stockcase | 8921 | | Aziz | 2141 | | | | LUC | 6582 | KSE | 2573 | | |
| | | | Tami & Bambang | 8922 | PRODUKSI | Tedi/Yadi | 2142 | | | | | | | | | |
| | | | Saeiful R | 8703 | GA | Agus/Slamet | 2143 | | | | | | | | | |
| | | | Budi Arsan | 8704 | | Team Bazar | 2144 | | | | | | | | | |
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| WILAYAH I | | | Revisi : 26 | Tanggal : 12/11/2013 |
|--------------------|------|--------------------------|-------------|----------------------|
| U. MEDAN | | | Keterangan | Nomor Ip Phone Baru |
| NAMA | EXT | DEPT | | |
| HNR | 1467 | FM | | |
| Acuan | 1236 | VFM | | |
| Jenny Caroline | 1110 | F&A | | |
| Irma | 1111 | TAX | | |
| Rita | 1140 | PURCHASING | | |
| U. PAKANBARU | | | | |
| NAMA | EXT | DEPT | | |
| YKB | 1952 | FM | | |
| Andy S | 1150 | DIV. MARKETING | | |
| Prisca | 1160 | DIV. F & A | | |
| Petrus | 1170 | HRD | | |
| Apau | 1180 | DIV. PRODUKSI | | |
| Masnila | 1185 | GUD. BAHAN BAKU | | |
| Acua | 1190 | PEMBELIAN | | |
| Yuyun | 1157 | TU | | |
| Lita | 1158 | ACC | | |
| U. PADANG | | | | |
| NAMA | EXT | DEPT | | |
| YOY | 1969 | FM | | |
| Merry | 1210 | TU | | |
| Ferry | 1215 | ACC | | |
| Dedy | 1220 | HRD | | |
| Devi | 1240 | PURCHASING | | |
| U. JAMBI | | | | |
| NAMA | EXT | DEPT | | |
| HDT | 1438 | FM | | |
| Helen | 1260 | F&A | | |
| Sumiati | 1270 | HRD/ACC | | |
| Fajar | 1290 | PURCHASING | | |
| U. MUARA BUNGO | | | | |
| NAMA | EXT | DEPT | | |
| ROB | 1762 | FM | | |
| Silhianti | 1310 | F&A | | |
| Mery | 1320 | TAX | | |
| Seferince Sitompul | 1340 | PURCHASING | | |
| C. LUBUK LINGGAU | | | | |
| NAMA | EXT | DEPT | | |
| SUH | 1784 | BM | | |
| Lucya | 1360 | F&A | | |
| U. PALEMBANG | | | | |
| NAMA | EXT | DEPT | | |
| ADE | 1233 | FM | | |
| AYN | 1296 | VICE FM | | |
| RSD | 1773 | DIV.HEAD TU | | |
| MDA | 1440 | SEKRETARIS | | |
| Ivan Rafael | 1415 | ACC | | |
| Junita | 1445 | PURCH | | |
| Susani | 1410 | TU | | |
| CBK | 1346 | CBK | | |
| Winda/Hesti | 1420 | HRD | | |
| Andi/Subarkah | 1430 | PLASTIK | | |
| Dewi/Siti/Betty | 1411 | F&A ADM | | |
| Hendra/Indra | 1400 | MARKETING | | |
| Rudi Susanto | 1441 | HRD CHITOSE | | |
| C. BATU RAJA | | | | |
| NAMA | EXT | DEPT | | |
| Yudhi Atioen | 1590 | BM | | |
| Endang | 1560 | SALES COUNTER | | |
| Ferdy | 1565 | Acc | | |
| U. PANGKAL PINANG | | | | |
| NAMA | EXT | DEPT | | |
| HDP | 1437 | FM | | |
| Sin Kioe | 1460 | F&A | | |
| Endang | 1465 | TAX | | |
| Yulianti | 1490 | PURCHASING | | |
| U. LAMPUNG | | | | |
| NAMA | EXT | DEPT | | |
| KND | 1563 | FM | | |
| WRN | 1540 | VFM | | |
| Shanty DT | 1510 | DIV. F & A | | |
| Efrida S | 1500 | SALES COUNTER | | |
| Ong Khi Kiang | 1515 | SPV. TAX | | |
| WILAYAH II | | | | |
| U. PONTIANAK | | | | |
| NAMA | EXT | DEPT | | |
| EFH | 2334 | FM | | |
| Johini Ali | 2240 | VFM | | |
| Chai Phio | 2210 | F&A | | |
| Silvi | 2215 | TAX | | |
| C. JAKARTA | | | | |
| NAMA | EXT | DEPT | | |
| GW | 2272 | BM | | |
| Dwi/Fitri | 2410 | F&A | | |
| Aminah | 2400 | SALES COUNTER | | |
| Ade | 2430 | TAX | | |
| C. BOGOR | | | | |
| NAMA | EXT | DEPT | | |
| BNT | 2268 | BM | | |
| Sri | 2510 | F&A | | |
| Suhaman | 2530 | GUDANG | | |
| U. SUKABUMI | | | | |
| NAMA | EXT | DEPT | | |
| SAD | 2723 | FM | | |
| Luthi | 2560 | F&A | | |
| Yeni | 2550 | MARKETING | | |
| Irwani | 2580 | GUDANG | | |
| Yanti | 2566 | TAX | | |
| Yudha | 2570 | HRD | | |
| C. CILODONG | | | | |
| NAMA | EXT | DEPT | | |
| KSE | 2573 | BM | | |
| Lily/Irfan | 2460 | F&A | | |
| Nugroho | 2465 | TAX | | |
| U. BANDUNG | | | | |
| NAMA | EXT | DEPT | | |
| GNB | 2462 | FM | | |
| Ragil | 2710 | F&A | | |
| Surya | 2715 | TAX | | |
| Lukman | 2720 | HRD | | |
| Deni | 2700 | MARKETING | | |
| C. BANDUNG | | | | |
| NAMA | EXT | DEPT | | |
| YOG | 2964 | BM | | |
| Jessica | 2750 | MARKETING | | |
| Rifka | 2760 | F&A | | |
| U. CIREBON | | | | |
| NAMA | EXT | DEPT | | |
| AFT | 2238 | FM | | |
| Imam | 2810 | F&A | | |
| Rahman | 2815 | TAX | | |
| Anton | 2800 | MARKETING | | |
| Tatang | 2830 | PRODUKSI | | |
| C. TASIKMALAYA | | | | |
| NAMA | EXT | DEPT | | |
| GNT | 2468 | BM | | |
| BAR | 2227 | VBM | | |
| Fitri | 2860 | F&A | | |
| Wulan | 2865 | TAX | | |
| Beben | 2890 | MARKETING | | |
| Cucu | 2880 | GUDANG | | |
| LAIN-LAIN | | | | |
| ATISHAR PALEMBANG | | | | |
| NAMA | EXT | DEPT | | |
| JND | 8563 | FM | | |
| Betty | 8151 | TU | | |
| Febri Suchati | 8152 | PURCH/PERSONALIA | | |
| WILAYAH III | | | | |
| U. SURABAYA | | | | |
| NAMA | EXT | DEPT | | |
| TDM | 3836 | DO 3 | | |
| MRT | 3678 | FM SBY | | |
| DSU | 3378 | KADIV.PROD.INJC | | |
| ETA | 3382 | KADIV.TU | | |
| NMU | 3668 | KADIV.PROC | | |
| YGP | 3947 | KADIV.PROD.NON INJECT | | |
| Lia | 3140 | SEKRETARIS | | |
| Willy | 3100 | MARKETING SPV 1 | | |
| Ruang Meeting | 3105 | RUANG MEETING | | |
| Sales Counter | 3106 | SALES COUNTER | | |
| Adm Mkt | 3101 | ADM INJECTION | | |
| Neny | 3102 | MKT. SELL IN PLASTIK | | |
| Paulus | 3110 | KA. ACS | | |
| Finance | 3111 | | | |
| | 3112 | FINANCE | | |
| EDP | 3113 | EDP | | |
| Tax | 3115 | TAX | | |
| Kadiv HRD | 3120 | KADIV.HRD | | |
| SPV HRD | 3121 | SPV HRD | | |
| Haryanto | 3130 | KA.GUDANG BHN BAKU | | |
| Adm Inj | 3131 | ADM INJECTION | | |
| Heru | 3132 | KA. PROD.SPRINGBED | | |
| Teguh | 3133 | KA. PROD.BUSA | | |
| Adm Dist. | 3134 | ADM GUDANG & DISTR. | | |
| | 3135 | | | |
| Distribusi | 3136 | DISTRIBUSI | | |
| Koperasi | 3141 | KOPERASI | | |
| Pembelian | 3145 | PROCUREMENT 1 | | |
| U. DENPASAR | | | | |
| NAMA | EXT | DEPT | | |
| HBO | 3426 | FM | | |
| Made | 3565 | F&A | | |
| Agung | 3505 | PURCHASING/SALES COUNTER | | |
| U. JEMBER | | | | |
| NAMA | EXT | DEPT | | |
| DYH | 3394 | FM | | |
| Khoirunisa | 3050 | MARKETING/SALES COUNTER | | |
| Sherlina | 3060 | F & A | | |
| Imam | 3070 | MARKETING/HRD | | |
| Anggi | 3080 | PRODUKSI | | |
| Eka | 3065 | TAX | | |
| C. KEDIRI | | | | |
| NAMA | EXT | DEPT | | |
| MSR | 3677 | BM | | |
| Raras | 3160 | TU | | |
| Ahmad | 3170 | HRD | | |
| Farida | 3150 | GUDANG | | |
| Eni | 3165 | TAX | | |
| Erik | 3180 | Produksi | | |
| C. SOLO | | | | |
| NAMA | EXT | DEPT | | |
| Yeyen | 3240 | VICE BM | | |
| Indri | 3200 | MARKETING/SALES COUNTER | | |
| Leli | 3210 | F & A | | |
| Ahmad | 3215 | TAX | | |
| C. YOGYAKARTA | | | | |
| NAMA | EXT | DEPT | | |
| GTS | 3487 | BM | | |
| Erna | 3290 | MARKETING | | |
| Maya | 3260 | F & A | | |
| Wawan | 3265 | TAX | | |
| U. SEMARANG | | | | |
| NAMA | EXT | DEPT | | |
| POL | 3765 | FM | | |
| TTS | 3888 | MANAGER MARKETING | | |
| Rita | 3311 | F&A | | |
| Daniel/Darus | 3315 | TAX | | |
| Putri | 3320 | HRD | | |
| Nia | 3321 | RECEP | | |
| Panutur | 3331 | PRODUKSI | | |
| Bambang | 3330 | EXPEDISI | | |
| Indri/Rina | 3340 | PURCHASING | | |
| Adm FM | 3345 | ADM//FM | | |
| Rony | 3312 | F&A | | |
| C. SEMARANG | | | | |
| NAMA | EXT | DEPT | | |
| TTS | 3887 | BM | | |
| Ferry | 3360 | F&A | | |
| Asep/Lailul | 3380 | SOFA | | |
| DEPO PEKALONGAN | | | | |
| NAMA | EXT | DEPT | | |
| Fera/Isti | 3310 | F&A D. Pekalongan | | |
| Roni | 3312 | KEPALA DEPO | | |
| U. KUPANG | | | | |
| NAMA | EXT | DEPT | | |
| FDS | 3337 | FM | | |
| Suryani | 3221 | TU | | |
| U. MATARAM | | | | |
| NAMA | EXT | DEPT | | |
| SWD | 3793 | FM | | |
| Santi | 3401 | F & A | | |
| U. BALIKPAPAN | | | | |
| NAMA | EXT | DEPT | | |
| HNF | 3463 | FM | | |
| OEG | 3634 | VICE FM | | |
| Susi | 3610 | TU | | |
| Erhan | 3615 | TAX | | |
| U. PALU | | | | |
| NAMA | EXT | DEPT | | |
| MBS | 3627 | FM | | |
| Gerson | 3810 | F & A | | |
| Ivan | 3815 | Acc | | |
| Chaco | 3837 | MARKETING | | |
| U. MAKASAR | | | | |
| NAMA | EXT | DEPT | | |
| EMU | 3368 | FM | | |
| BNL | 3266 | VFM | | |
| Ahmad | 3715 | Acc | | |
| Dedi | 3740 | PURCHASING | | |
| Santo | 3710 | TU | | |
| U. JAYAPURA | | | | |
| NAMA | EXT | DEPT | | |
| JSI | 3574 | FM | | |
| Mathew | 3940 | VFM | | |
| Magdalena | 3910 | TU | | |
| Connie | 3915 | Acc | | |
| Fadoli | 3981 | KEP. GUDANG | | |
| Ratna | 3982 | GUD. BAHAN BAKU | | |
| Alivius | 3983 | KEP. PRODUKSI | | |
| Yuliana | 3950 | SALES COUNTER | | |
| U. MANADO | | | | |
| NAMA | EXT | DEPT | | |
| Winfried | 3860 | F&A | | |

PETUNJUK PENGGUNAAN IP PHONE

| NO | NAMA UNIT | A/B | KODE AREA |
|--------------------|-------------------|-----|-----------|
| WIL I (1) | | | |
| 1 | U. MEDAN | A | 1 |
| 2 | U. PAKANBARU | B | |
| 3 | U. PADANG | A | 2 |
| 4 | U. JAMBI | B | |
| 6 | U. MUARA BUNGO | A | 3 |
| 5 | C. LUBUK LINGGAU | B | |
| 7 | U. PALEMBANG | A | 4 |
| 8 | U. PANGKAL PINANG | B | |
| 9 | U. LAMPUNG | A | 5 |
| 10 | C. BATURAJA | B | |
| TOTAL WIL I | | | |

| NO | NAMA UNIT | A/B | KODE AREA |
|---------------------------|------------------------|-----|-----------|
| WIL II (2) | | | |
| 1 | U. PONTIANAK | A | 2 |
| | D. SINGKAWANG | B | |
| 2 | U. SERANG | B | 3 |
| 3 | U. BEKASI | A | |
| 4 | U. CIBENING | B | |
| 5 | C. JAKARTA | A | 4 |
| 6 | C. CILODONG | B | |
| 7 | C. BOGOR | A | 5 |
| 8 | U. SUKABUMI | B | |
| 9 | U. TANGERANG | A | 6 |
| 10 | C. TANGERANG | B | |
| 11 | U. BANDUNG (SAPAN) | A | 7 |
| 12 | C. BANDUNG (CIBEUREUM) | B | |
| 13 | U. CIREBON | A | 8 |
| 14 | U. TASKMALAYA | B | |
| 15 | U. PURWOKERTO | A | 9 |
| | D. CILACAP | B | |
| | D. WONOSOBO | B | |
| TOTAL WIL II (Rp.) | | | |

| NO | NAMA UNIT | A/B | KODE AREA |
|----------------------------|------------------|-----|-----------|
| WIL III (3) | | | |
| 1 | U. MALANG | A | 0 |
| 2 | U. JEMBER | B | |
| 3 | U. SURABAYA | A | 1 |
| 4 | C. KEDIRI | B | |
| 5 | C. SOLO | A | 2 |
| 6 | C. YOGYAKARTA | B | |
| 7 | U. SEMARANG | A | 3 |
| 8 | C. SEMARANG | B | |
| 9 | U. KUPANG | A | 4 |
| 10 | U. MATARAM | B | |
| 11 | U. DENPASAR | A | 5 |
| 12 | U. BANJARMASIN | B | |
| 13 | U. BALIKPAPAN | A | 6 |
| 14 | U. SAMARINDA | B | |
| 15 | U. UJUNG PANDANG | A | 7 |
| 16 | U. KENDARI | B | |
| 17 | U. PALU | A | 8 |
| 18 | U. MANADO | B | |
| 19 | U. JAYAPURA | A | 9 |
| 20 | U. SORONG | B | |
| TOTAL WIL III (Rp.) | | | |

| KETERANGAN | |
|------------|--|
|------------|--|

Cara Baca Kode Untuk Staff :

Digit 1 = Kode Wilayah

Digit 2 = Kode area yang ditentukan

Digit 3 = Kode Departemen/Divisi

Digit 4 = no urut ip-phone/user

| DIGIT III (KODE DEPARTEMEN / DIVISI) | A | B |
|---|----------|----------|
| Marketing, Sales Counter | 0 | 5 |
| F&A, Tax | 1 | 6 |
| HRD, GA, Receptionis | 2 | 7 |
| Produksi, Gudang, Expedisi | 3 | 8 |
| Purchasing, Adm FM, Vice Fm | 4 | 9 |

Contoh Penomoran Ekstensi Staff :

| | |
|-----------------|---------|
| F&A U. Medan | 1-1-1-0 |
| F&A C. Cilodong | 2-4-6-0 |
| F&A C. Kediri | 3-1-6-0 |

Contoh Penomoran Manajerial :

| | |
|-------------------|---|
| INK : 6465 | Penjelasan : 6 = Kode Manajerial Pusat 4, 6, 5 = Kode huruf pada tombol Ip Phone |
| ADE : 1233 | Penjelasan : 1 = Kode Manajerial Wilayah 2, 3, 3 = Kode huruf pada tombol Ip Phone |
| LML : 2565 | Penjelasan : 2 = Kode Manajerial Wilayah 5, 6, 5 = Kode huruf pada tombol Ip Phone |
| MRT : 3678 | Penjelasan : 3 = Kode Manajerial Wilayah 6,7,8 = Kode huruf pada tombol Ip Phone] |

PERKENALAN TOMBOL IP – PHONE

*** Cara Panggilan**

Tekan Nomor Tujuan & secara otomatis akan memanggil

*** Cara Transfer Panggilan**

Panggilan Masuk – Tekan Tombol 'Transfer' – Tekan No. Tujuan – Pagar (#)

*** Cara Conference (Telepon Lebih dari 2 orang)**

Panggilan antara 2 orang – Tekan tombol 'Conf' – Tekan no. Tujuan Conference – Tekan tombol 'Conf' lagi saat nomor yang dituju sudah mengangkat

*** Cara Panggil Ulang No. Terakhir**

Tekan Tombol 'Redial' 2x

*** Cara Pick Up (Mengambil panggilan di IP-PHONE lain)**

Tekan Tombol ** – No. Tujuan

- Conference hanya bisa dilakukan 1x di Ip Phone yang sama

- Setelah telepon pertama tersambung ke penelepon ke-3 dari conference penelepon ke-2, maka tekan 'Conf' lagi untuk dapat conference dengan semua penelepon (penelepon ke 1, 2, 3)